

**IDAHO BOARD OF ACUPUNCTURE**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 10/27/2017**

**BOARD MEMBERS PRESENT:** Charles W Raymond - Chair  
Marlene F Strong  
John F Downey  
Ethan S Fisher

**BOARD MEMBERS ABSENT:** Naomi L Jankowitz-Brownson

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Maurie Ellsworth, General Counsel  
Dicsie Gullick, Management Assistant  
Candace Villarreal, Technical Records Specialist

The meeting was called to order at **1:04 PM MDT** by Charles W Raymond.

**INTRODUCTION OF NEW BOARD MEMBER:** John F. Downey  
**INTRODUCTION OF NEW BOARD SPECIALIST:** Candace L. Villarreal

**APPROVAL OF MINUTES**

Ms. Strong made a motion to approve the minutes of 7/7/2017. It was seconded by Mr. Fisher. Motion carried.

**EXECUTIVE ORDER**

Ms. Cory reviewed the Executive Order issued by Acting Governor Little which requires State agencies to submit a report to the Office of the Governor no later than July 1, 2018. The report will assess whether the licensure requirements are necessary and in the public interest while providing recommendations for improvement, modification or elimination. Ms. Cory also updated the Board on the information and process for public comment which has been added to the Board's website and discussed travel to meet face to face with legislators in each district, including highlights of her recent visit in Twin Falls.

Mr. Raymond reported on the Executive Order meeting held by Lt. Governor Brad Little on October 12, 2017. Board members discussed gathering information and bringing their recommendations for procedural and licensure improvements to the next Board meeting.

Mr. Raymond will work on drafting the Board's report including updates made in the last five years to laws rules and procedures. It will also include an assessment regarding what is in the best interest of the public, minimum standards and portability.

The Board discussed an email from Joan Callahan with attached items pertinent to the Executive Order which was sent out to the Board members at the request of the Chair.

### **LEGISLATIVE REPORT**

Ms. Cory gave the legislative report stating the deadlines to submit proposed rule and law revisions to the Governor's Office have passed for the 2018 Legislative Session. Proposed laws have been posted to the Web and no postcard was sent since the proposed law does not change licensure.

### **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$99,568.02 as of 9/30/2017.

### **CONTRACT RENEWAL**

Ms. Hall presented the 2018 fiscal year Board Contract. Mr. Fisher made a motion to approve the contract and allow the Chair to sign it. It was seconded by Ms. Strong. Motion carried.

### **OLD BUSINESS**

To Do List – The Board reviewed the to do list and no action was taken.

### **REACH OUT TO ASSOCIATIONS(S) OUTREACH TO PATIENTS FOR EXECUTIVE ORDER**

The Board reviewed and discussed the email report from Ms. Brownson regarding the Idaho Acupuncture Association which meets during the spring. Mr. Raymond directed the Board Specialist to send an email reply to Ms. Brownson asking that the requested IAA Organization review of the Executive Order be submitted before the next scheduled Board meeting.

### **CONTINUING EDUCATION FOR SUPERVISORS**

The Board reviewed a draft of rule changes submitted by Sara Rogers, outlining supervision, who may be a supervisor, and continuing education credits regarding supervision. Ms. Strong made a motion for Mr. Raymond to work with

Joan Callahan before the next Board meeting to finalize rules on supervision. It was seconded by Mr. Fisher. Motion carried.

## **NEW BUSINESS**

**NEXT MEETING** was scheduled for **January 19, 2017 at 1:00 PM MST**

## **DEMONSTRATION OF SECURE WEB**

Ms. Gullick demonstrated the new secure web which will be rolled out during the next Board meeting. Board members are to take the instructions home and complete login set up in advance of the next Board Meeting.

## **AUDIT REPORT**

Mr. Raymond reviewed an audit report provided by the Bureau showing total audits by quarter sent out since January 2017 which included a breakdown of inquiries from licensees, compliance and pending reviews.

## **COUNCIL ON LICENSURE ENFORCEMENT AND REGULATION CONFERENCE REPORT**

Mr. Raymond reported on a conference he recently attended. He discussed items from the conference including emerging trends, nationwide concern on legacy laws and regulations, limiting professionals through licensure, good public policy, telehealth and portability.

## **ELECTION OF BOARD CHAIR**

Ms. Strong made a motion to elect Charles Raymond as the Board Chair. It was seconded by Mr. Fisher. Motion carried.

## **CORRESPONDENCE**

The Board reviewed a survey from the National Council of Colleges of Acupuncture and Oriental Medicine regarding the Test of English as a Foreign Language (TEOFL) questions. The Board directed staff to send a response.

## **EXECUTIVE SESSION**

Dr. Downey made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Fisher. The vote was: Ms. Strong, aye; Dr. Downey, aye; Mr. Fisher, aye; Mr. Raymond, aye. Motion carried.

Ms. Strong made a motion to come out of executive session. It was seconded by Dr. Downey. The vote was: Ms. Strong, aye; Dr. Downey, aye; Mr. Fisher, aye; Mr. Raymond, aye. Motion carried.

### **CONTINUING EDUCATION COURSE**

Mr. Fisher made a motion to Approve Course Adjunct Acupuncture Therapies Overview for 20 Hours of Category II Credit. It was seconded by Ms. Strong. Motion carried.

### **APPLICATIONS**

Mr. Fisher made a motion to approve the following applicants for licensure:

Katherine Cummings	ACUA-341
Donna Harris	ACUA-342

It was seconded by Dr. Downey. Motion carried.

### **ADJOURNMENT**

Ms. Strong made a motion to adjourn the meeting at 3:31 PM. It was seconded by Mr. Fisher. Motion carried.

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Charles W Raymond, Chair

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Marlene F Strong

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Naomi L. Jankowitz-Brownson

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Ethan S Fisher

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Tana Cory, Bureau Chief